


ADMINISTRATIVE INTERNAL USE ONLY

2 October 1984

MEMORANDUM FOR: Chief, Physical Security Division
Office of Security

FROM:


Executive Officer, OTE

STAT

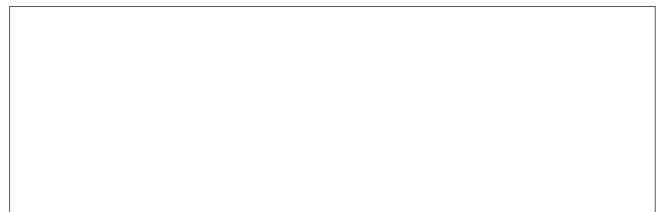
SUBJECT: Agency Telephone Directories, July 1982 Edition

REFERENCE: OS 4 5748, dated 6 September 1984

1. During a telephone conversation with a member of the Voice Communications Branch, MFG/DND/OC, on 7 September, the Office of Training and Education Records Management Officer was advised that copies 6327, 6338 and 6375 of the July 1982 edition of the Agency Telephone Directory were not charged to the Office of Training but to another Agency component.

2. We will consider this issue closed unless we hear from you to the contrary.

STAT



ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Telephone Directories, July 1982 Edition

FROM

EXTENSION

NO.

OS 4 5748

C/Physical Security Division/OS

DATE

6 SEP 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/OTE
936 C of C

2.

EXO

9/7

PL

3.

DDTE

9/7

B

4.

DTE

9/10

9/10

B

5.

C/AD
~~C/AD~~

9/10

B

6.

Rmo (action)

7.

8.

9.

10.

11.

12.

13.

14.

15.

Make sure
Janice is
aware of this.

Preparation of
response for
EXO signature
by 1 October.

FORM
1-79

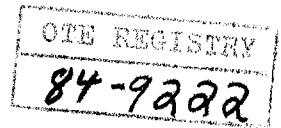
610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

GPO : 1983 0 - 411-632

ADMINISTRATIVE - INTERNAL USE ONLY



6 SEP 1984

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Physical Security Division
Office of Security

SUBJECT: Agency Telephone Directories, July 1982 Edition

1. Voice Communications Branch, MFG/DND/OC reports that your component has not accounted for copies 6327, 6338 and 6375 of the July 1982 edition of the Agency Telephone Directory.

2. In accordance with the requirements [REDACTED] you are requested to conduct a comprehensive search within your component in an effort to determine the accountability of the missing directories.

3. It is further requested that this office be notified in writing within thirty working days of the results of your findings to include:

a. A copy of the log or receipting mechanism showing to whom each copy was assigned.

b. A signed statement of accountability or nonaccountability by the individual recipient or the cognizant Administrative Officer responsible for the distribution of said directories.

4. Any questions concerning this matter may be directed to the Domestic Security Branch on extension [REDACTED]

OS 4 5748

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SEC. CL.		ORIGIN		CONTROL NO.	
				84-9222	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
6SEPT84			5 Oct.		
TO DTE FROM C/Physical Security Div SUBJ. Agency Telephone Directories, July 1982 Edition - OTE - 1 Oct				ROUTING	DATE SENT
				EXO/OTE	9/7
				DDTE	9/7
				DTE	
				C/AD	9/10
				C/LOGS	
				Rmo	
COURIER NO.		ANSWERED	NO REPLY		
				1	

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